

Table of Contents – Chapter Contents for Individual TEAM User Guide Files*

Chapter 1 Table of Contents

CHAPTER 1 CHANGE HISTORY.....	2
CHAPTER 1 TABLE OF CONTENTS	3
INTRODUCTION.....	4
LOGIN PROCEDURE AND TEAM-WEB NAVIGATION.....	6
OVERVIEW	6
LOGIN PROCEDURE	6
SECURITY QUESTIONS/ANSWERS.....	9
CHANGE PASSWORD	13
CHANGE CURRENT OR TEMPORARY PASSWORD.....	13
FORGOT PASSWORD	14
UPDATE SECURITY QUESTIONS/ANSWERS	14
MAIN MENU AND TEAM-WEB RELATED LINKS.....	17
TEAM-WEB RELATED LINKS	18
SHORTCUT TO DYNAMIC QUERY BY STATE.....	18
REGIONAL CONTACT LINK	20
NAVIGATING THROUGH TEAM-WEB.....	21
INDEX	23

Chapter 2 Table of Contents

CHAPTER 2 CHANGE HISTORY	2
CHAPTER 2 TABLE OF CONTENTS	3
CHAPTER 2: RETRIEVING RECORDS.....	4
Overview	4
ACCESS RECIPIENT INFORMATION.....	4
Recipient Query Results Page	4
Attach Additional Files.....	5
MODIFY RECIPIENT	7
View/Modify Recipient	7
General Tab	8
Contact Persons Tab	9
Cert's and Assurances Tab	12
Codes Tab.....	13
Payment Codes Tab.....	14
Civil Rights Tab	15

Table of Contents – Chapter Contents for Individual TEAM User Guide Files*

ACCESS APPLICATIONS.....	17
INDEX.....	20

Chapter 3 Table of Contents

CHAPTER 3 CHANGE HISTORY	2
CHAPTER 3 TABLE OF CONTENTS	3
CHAPTER 3: DEVELOPING A NEW PROJECT	4
Overview	4
LIFE CYCLE OF A PROJECT	4
CREATE A NEW PROJECT	7
Create Project	7
Copy Project	13
INDEX.....	18

Chapter 4 Table of Contents

CHAPTER 4 CHANGE HISTORY	2
MODIFYING AN APPLICATION.....	4
Overview	4
MODIFY APPLICATION	4
PROJECT INFORMATION	5
General Tab	5
Control Totals Tab.....	11
UZA/Cong Dist Tab	15
Earmark Tab	17
Security Tab.....	19
MAINTAINING THE APPROVED PROJECT BUDGET	23
TEAM-WEB BUDGETS	24
BUDGET	24
MILESTONES	34
ENVIRONMENTAL FINDINGS	37
FLEET STATUS	39
Fleet Details Tab.....	42
COMMENTS/CONCURRENCE.....	43
CHAPTER 4 INDEX.....	46

Table of Contents – Chapter Contents for Individual TEAM User Guide Files*

Chapter 5 Table of Contents

CHAPTER 5 CHANGE HISTORY	2
CHAPTER 5 TABLE OF CONTENTS	3
APPLICATION TOOLS	4
Overview	4
APPLICATION SUBMISSION REQUIREMENTS	4
ASSIGN PROJECT NUMBER	4
APPLICATION REVIEWER	7
VIEW/PRINT	8
FINAL APPLICATION REVIEW – CHANGES TO YOUR APPLICATION	11
SUBMIT APPLICATION	11
CREATE AMENDMENT	15
INDEX.....	18

Chapter 6 Table of Contents

CHAPTER 6 CHANGE HISTORY	2
CHAPTER 6 TABLE OF CONTENTS	3
FTA REVIEW AND APPROVAL.....	4
Overview	4
FTA'S REVIEW AND APPROVAL	4
COMMENTS/CONCURRENCE	4
Comments Tab.....	5
Concurrence/Approval Tab	10
Summary Tab	16
REVIEW/DOL DATES	17
Background/Award Tab	18
DOL Certification Tab.....	20
RESERVATIONS	21
OBLIGATION/AWARD	27
DEOBLIGATION	29
INDEX.....	31

Table of Contents – Chapter Contents for Individual TEAM User Guide Files*

Chapter 7 Table of Contents

CHAPTER 7 CHANGE HISTORY	2
CHAPTER 7 TABLE OF CONTENTS	3
EXECUTION	4
Overview	4
FTA AWARD: REQUIREMENTS FOR EXECUTING	4
EXECUTION (EXECUTE AWARD).....	5
Execute Award – Summary Tab.....	6
Execute Award – Award Tab	8
Execute Award – Supplemental Agreement.....	9
INDEX.....	15

Chapter 8 Table of Contents

CHAPTER 8 CHANGE HISTORY	2
CHAPTER 8 TABLE OF CONTENTS	3
PROJECT MANAGEMENT	6
Overview	6
FEDERAL FINANCIAL REPORT	6
Summary Tab.....	7
Financial Status Tab	8
Remarks & Certification Tab	12
Additional Notes:	14
MILESTONE/PROGRESS	15
Summary Tab	16
Milestone Status Tab	16
Remarks & Certification Tab	18
Additional Notes:	19
FTA ONLY: FEDERAL FINANCIAL REPORT, MILESTONE/PROGRESS AND FFR/MPR REVIEW NOTES.....	19
FFR/MPR REVIEW.....	20
Federal Financial Report Review	24
Milestone Report Review	28
REVISE PROJECT BUDGET	31
Summary Tab.....	31
Revise Budget Tab	32
View Budget Tab	35

TOC Version 2.7

Table of Contents – Chapter Contents for Individual TEAM User Guide Files*

Change Log	36
Revise Control Totals Tab.....	36
Approve Budget Revision	37
Project Funds/Status.....	39
Summary Tab.....	39
Project Funding Tab	40
By Amendment Tab	41
FPC TRANSFER	42
FPC Transfer Tab	42
Unsaved FPC Transfers Tab	44
Prior FPC Transfers Tab	45
PROJECT INFO	46
NEW CLOSE OUT PROCESS.....	47
Requirements	47
Accessing the New Closeout Feature.....	48
Close Out Reviewer	49
Close Out Tab	51
Final Project Budget.....	51
Final Federal Financial Report.....	52
Final Milestone Status Report.....	53
Funds Status Report	54
Submit for Close Out	55
Close Out/ Deobligation Tab and Final Close Out.....	56

Chapter 9 Table of Contents

CHAPTER 9 CHANGE HISTORY	2
CHAPTER 9 TABLE OF CONTENTS	3
FUNDS CONTROL AND FUNDING ADJUSTMENTS	5
OVERVIEW	5
FUNDS CONTROL	5
FORMULA APPORTIONMENT	5
Query Formula Apportionment.....	5
View Formula Apportionment	6
Modify Formula Apportionment.....	7
Transfer Formula Apportionment	10
Create Formula Apportionment	11
ADVICE MANAGEMENT.....	15
Query Advice.....	15
Create Advice	16

TOC Version 2.7

Table of Contents – Chapter Contents for Individual TEAM User Guide Files*

View Advice.....	17
Modify/Authorize Advice	18
Delete Pending Advice	19
ALLOTMENT SUMMARY.....	20
Operating Budget Tab.....	21
Audit History Tab	22
OPERATING BUDGET PLANS	22
Update Plans Tab	22
Pending Plans Tab.....	23
OPERATING BUDGET RECOVERY	24
Update Recovery Tab	24
Pending Recoveries Tab.....	25
Deobligations Tab	26
NOTIFICATION.....	27
Query Notification.....	27
View Notification.....	28
Authorize Notification	29
FUNDING ADJUSTMENTS	30
FUNDING ADJUSTMENT LEVEL 1.....	30
FUNDING ADJUSTMENT LEVEL 2.....	32
INDEX	34

Chapter 10 Table of Contents

CHAPTER 10 CHANGE HISTORY	2
CHAPTER 10 TABLE OF CONTENTS	3
TEAM-WEB ADMINISTRATION	4
Overview	4
EARMARK ADMINISTRATION.....	4
Earmark Query	5
HELP DESK UTILITIES	7
Change Project Number.....	7
Delete Project	10
Delete Milestones	10
Delete User Locks	11
Delete Closeout Amendment.....	13
SECURITY.....	14
Add User.....	15

TOC Version 2.7

Table of Contents – Chapter Contents for Individual TEAM User Guide Files*

General Info Tab.....	15
-----------------------	----

Table of Contents – Chapter Contents for Individual TEAM User Guide Files*

Security Info Tab.....	16
FTA/Recipient Info Tab	17
Note: For DBE Civil Rights purposes:	18
Roles/Privileges Tab.....	19
Modify User.....	20
INDEX.....	24

Chapter 11 Table of Contents

CHAPTER 11 CHANGE HISTORY.....	2
CHAPTER 11 TABLE OF CONTENTS	3
REPORTS	4
OVERVIEW	4
DYNAMIC QUERIES.....	4
DATA QUERIES	4
REGIONAL QUERIES	6
PERFORMING A QUERY	6
OPENING A REPORT	10
STATIC REPORTS	12
INDEX	15

Chapter 12 Table of Contents

CHAPTER 12 CHANGE HISTORY	2
CHAPTER 12 TABLE OF CONTENTS	3
CIVIL RIGHTS	4
Overview	4
RECIPIENT PRIVILEGES.....	4
DBE Reporting	4
New	5
Existing.....	9
REGIONAL/HQ/OVERSIGHT PRIVILEGES.....	11
Civil Rights Status	11
DBE Reporting	14
Reporting Period.....	14
Existing.....	15
INDEX.....	21

Table of Contents – Chapter Contents for Individual TEAM User Guide Files*

Chapter 13 Table of Contents

CHAPTER 13 CHANGE HISTORY	2
CHAPTER 13 TABLE OF CONTENTS	3
OVERVIEW	4
UPLOAD TOOL: LOCATION	4
INTERFACE FOR THE UPLOAD FEATURE	5
STATIC REPORTS QUERY FEATURE	8
INDEX.....	13

Chapter 14 Table of Contents

CHAPTER 14 CHANGE HISTORY	2
CHAPTER 14 TABLE OF CONTENTS	3
OVERVIEW – ARRA 1201 REPORTING.....	4
LOCATION.....	4
INITIATE REPORT.....	5
REPORT FORM	8
VIEW/ EDIT REPORT	11
1201 GUIDANCE	12
CHAPTER 14 INDEX.....	13

Appendices Table of Contents

APPENDICES CHANGE HISTORY	2
APPENDICES TABLE OF CONTENTS.....	3
APPENDICES	4
OVERVIEW.....	4
APPENDIX A – ICONS.....	4
APPENDIX B- GLOSSARY OF TEAM-WEB TERMS	5
APPENDIX C- STATUS OF PROJECT.....	10
APPENDIX D- SYSTEM DIRECTORY	11
APPENDIX E- FILE ATTACHMENTS	15
APPENDIX F- SCOPE AND ALI GUIDANCE AND REFERENCE	20
APPENDIX G – SECURITY QUESTIONS/ANSWERS	43
INDEX.....	44